



# Tbaytel Schedule Networks & Technology

May 05, 2022

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Schedule Number	Series Title
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**TS081 Vice President's Files**

**To provide a record of the development and implementation of network engineering operations.**

**MEMO:**

This series includes budgets and financial records, cell site information, meeting minutes, correspondence, personnel files and union negotiation files.

In 2009 the Division for this series was changed to Networks and Technology from Network Engineering & Operations and the Information Technology & Process Improvement Division was added to this Division. Under the 2011 By-Law the title for this series was changed from Division Manager's Files to Vice President's Files.

Under the 2016 By-Law, the department retention was changed from 2 years to 1 year.

Department Retention: 1 Year  
Total Retention - Review: 5 Years

Final Disposition: Destruction

FOI Designation: A\* - SOME EXEMPTIONS APPLY

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**TS082 Administrative Files**

**To maintain a centralized reference source for the operation of the department.**

**MEMO:**

This series includes P.O.'s, budget files, human resources files, mastercard records, and meeting minutes. The total retention on this schedule was increased from 5 years to 7 years on January 1, 2009.

In 2009 the Division for this series was changed to Networks and Technology from Network Engineering & Operations and the Information Technology & Process Improvement Division was added to this Division.

Under the 2016 By-Law, the department retention was changed from 2 years to 1 year.

Department Retention: 1 Year  
Total Retention - Review: 7 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

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**TS084 Network Trouble Database**

**To monitor any recurring problems with the network.**

**MEMO:**

ELECTRONIC This series consists of lists of problems occurring with the network. The information in this database will become superceded/obsolete when it is no longer required on a regular basis.

In 2009 the Division for this series was changed to Networks and Technology from Network Engineering & Operations and the Information Technology & Process Improvement Division was added to this Division.

Department Retention: 1 Month  
Total Retention - Destruction: 1 Year

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

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**TS085**                      **Carrier Records**

**To provide a record of information held on carrier cards.**

MEMO:

This series contains data pertaining to carrier cards, and connections. The carrier is the transport system between exchanges. The carrier cards indicate which circuit is being used on a given channel.

In 2009 the Division for this series was changed to Networks and Technology from Network Engineering & Operations and the Information Technology & Process Improvement Division was added to this Division.

Department Retention:

Final Disposition:                      Permanent In Office

FOI Designation:                      A - FULLY ACCESSIBLE

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**TS086**                      **Customer Traffic Studies**

**To provide a record of customer traffic studies.**

MEMO:

This series contains information and reports regarding traffic studies requested by customers.

In 2009 the Division for this series was changed to Networks and Technology from Network Engineering & Operations and the Information Technology & Process Improvement Division was added to this Division.

Department Retention:                      7 Years

Total Retention - Destruction:                      8 Years

Final Disposition:                      Destruction

FOI Designation:                      A\* - SOME EXEMPTIONS APPLY

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**TS089**                      **Traffic Data Collection**

**To provide a record of switch information for engineering.**

COPIES: dbase server 241 S. Vickers.

MEMO:

These records are electronic. This series consists of a record which documents the number of calls made on a given circuit. On January 1, 2009 TS088 Performance Measures and TS090 Trunk Service Summaries were added to this series.

In 2009 the Division for this series was changed to Networks and Technology from Network Engineering & Operations and the Information Technology & Process Improvement Division was added to this Division.

Department Retention:                      1 Month

Total Retention - Destruction:                      1 Year

Final Disposition:                      Destruction

FOI Designation:                      A - FULLY ACCESSIBLE

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**TS091**                      **Trunk Work Orders**

**To maintain a record of equipment assignments for trunking.**

MEMO:  
This series contains equipments lists.

In 2009 the Division for this series was changed to Networks and Technology from Network Engineering & Operations and the Information Technology & Process Improvement Division was added to this Division.

Department Retention:                      1 Year  
Total Retention - Destruction:            2 Years 6 Months  
  
Final Disposition:                            Destruction

FOI Designation:            A - FULLY ACCESSIBLE

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**TS092**                      **Capital Work Orders**

**To maintain a record of cost estimates, and actual costs for internal work orders.**

COPIES: read-only electronic within Divis.

MEMO: Under By-Law 14-2006, the department retention for this series was 7 years and the total retention was 7 years.

In 2009 the Division for this series was changed to Networks and Technology from Network Engineering & Operations and the Information Technology & Process Improvement Division was added to this Division.

Department Retention:                      5 Years  
Total Retention - Destruction:            10 Years  
  
Final Disposition:                            Destruction

FOI Designation:            A - FULLY ACCESSIBLE

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**TS094**                      **Element Management System**

**To manage a digital cross connect system.**

MEMO:  
ELECTRONIC  
COPIES: Some hard copies available  
This series relates to DSX, but is a separate database.

In 2009 the Division for this series was changed to Networks and Technology from Network Engineering & Operations and the Information Technology & Process Improvement Division was added to this Division.

Department Retention:  
  
  
Final Disposition:                            Permanent In Office

FOI Designation:            A - FULLY ACCESSIBLE

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<b>TS095</b>	<b>Fibre Management System</b>
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**To track fibre strand counts in central offices.**

MEMO: ELECTRONIC

In 2009 the Division for this series was changed to Networks and Technology from Network Engineering & Operations and the Information Technology & Process Improvement Division was added to this Division.

Total Retention - Permanent:

Final Disposition: Permanent In Office

FOI Designation: A - FULLY ACCESSIBLE

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<b>TS099</b>	<b>Subdivision Files</b>
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**To provide a record of new subdivision developments and telephone requirements.**

**Series Closed: 11-16-2018**

COPIES: Planning-PB036,PB037-perm retention

MEMO:

This series includes registered plans, easement plans, electrical and telephone plans, subdivision agreements, correspondence. Contains Unique Subdivision agreement information particular to telephone.

In 2009 the Division for this series was changed to Networks and Technology from Network Engineering & Operations and the Information Technology & Process Improvement Division was added to this Division.

This series was closed under the 2021 By-Law.

Department Retention: 5 Years  
Total Retention - Review: 10 Years

Final Disposition: Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

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<b>TS100</b>	<b>Work Orders</b>
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**To serve as a record of all work orders that have been issued.**

MEMO:

This series includes work orders, frontpage, field change form, maps and plans, and work order completion memos. Under By-Law 409-2005, the retention for this series was 2 years in the department and the total retention was 5 years.

On January 1, 2009 TS097 Costs Estimates were added to this series.

In 2009 the Division for this series was changed to Networks and Technology from Network Engineering & Operations and the Information Technology & Process Improvement Division was added to this Division.

Department Retention: 5 Years  
Total Retention - Destruction: 10 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

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<b>TS103</b>	<b>Tower Drawings</b>
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**To maintain a record of structural information pertaining to towers.**

COPIES: within department

MEMO:

This series consists of drawings which indicate specific structural information pertaining to tower installations.

In 2009 the Division for this series was changed to Networks and Technology from Network Engineering & Operations and the Information Technology & Process Improvement Division was added to this Division.

Department Retention:	1 Year
Total Retention - Review:	10 Years

Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	Final Disposition:	Permanent
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED		

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<b>TS306</b>	<b>O.P.E. Correspondence</b>
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**To document issues relating to Outside Plant Engineering.**

This series includes email correspondence, memos, and drawings relating to Outside Plant Engineering.

On January 1, 2009 TS098 Encroachment Permits were added to this series.

In 2009 the Division for this series was changed to Networks and Technology from Network Engineering & Operations and the Information Technology & Process Improvement Division was added to this Division.

Department Retention:	10 Years
Total Retention - Review:	10 Years

FOI Designation:	A* - SOME EXEMPTIONS APPLY	Final Disposition:	Permanent
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<b>TS308</b>	<b>Network Engineering and Administration Correspondence</b>
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**To serve as a record of contacts with vendors.**

This series includes email messages concerning projects, maintenance and general correspondence relating to network equipment.

This series is electronic.

In 2009 the title for this series was changed from Vendor Contracts to Network Engineering and Administration Correspondence.

In 2009 the title for the Division was changed to Networks and Technology from Network Engineering & Operations and the Information Technology & Process Improvement Division was added to this Division.

Department Retention:	2 Years
Total Retention - Destruction:	5 Years

FOI Designation:	A - FULLY ACCESSIBLE	Final Disposition:	Destruction
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**Schedule Number      Series Title**

**TS309                      Network Operations Administration Files**

**To serve as a record of the administration of the Network Operations Section.**

This series includes inspection reports, accident reports, equipment reports, employee files, absence reports, copies of invoices and procurement card statements. These files will become superceded/obsolete when they are no longer referred to on a regular basis.

This series includes both textual and electronic records.

On January 1, 2009 the total retention for this series was increased from 5 years to 7 years.

In 2009 the Division for this series was changed to Networks and Technology from Network Engineering & Operations and the Information Technology & Process Improvement Division was added to this Division.

Department Retention:                      2 Years  
Total Retention - Destruction:            7 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED                      Final Disposition:                      Destruction  
FOI Designation:                      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**TS310                      Network Operations Service and Support Plans**

**To maintain a record of the agreements concerning equipment.**

This series includes agreements/contracts with equipment/suppliers as well as copies of purchase orders. These records will become superceded/obsolete when the equipment in question has been disposed of or when the service agreement expires.

In 2009 Network Operations was added to the title of this series.

In 2009 the Division for this series was changed to Networks and Technology from Network Engineering & Operations and the Information Technology & Process Improvement Division was added to this Division.

Department Retention:                      1 Year  
Total Retention - Destruction:            2 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED                      Final Disposition:                      Destruction  
FOI Designation:                      A\* - SOME EXEMPTIONS APPLY

**TS346                      Vehicle Inspection Reports**

**To provide a daily record of the condition of vehicles.**

This series includes the date, driver name, the condition of the vehicle, and the identification of any defects with details. In 2011 Field Operations began using this schedule for their Vehicle Inspection Reports. Under the 2014 By-Law, the department retention for this series was changed from 3 months to 1 year.

Department Retention:                      1 Year  
Total Retention - Destruction:            2 Years

Final Disposition:                      Destruction

FOI Designation:                      A - FULLY ACCESSIBLE

**TS368A                      TBayTel Video Surveillance Recordings**

**To serve as a record of the video surveillance recordings of TBayTel properties that are overwritten every 30 days.**

This series includes digital recordings of activity at various Tbaytel property locations in the field of view of a Tbaytel video surveillance camera per Tbaytel's policy on overt video surveillance. The recording will be overwritten every 30 days after it is made unless a copy of or portions of, including still images, has been exported in response to a specific security or safety incident or for which a lawful request has been made by an agency or police service. Exported copies will be saved under TS238C.

Department Retention:                      1 Month  
Total Retention - Destruction:            1 Month

Final Disposition:                      Destruction

FOI Designation:                      FOI - A FORMAL REQUEST MUST BE SUBMITTED



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**TS368B                      TBayTel Video Surveillance Recordings**

**To serve as a record of the video surveillance recordings of TBayTel properties that are overwritten every 60 days.**

This series includes digital recordings of activity at various Tbaytel property locations in the field of view of a Tbaytel video surveillance camera per Tbaytel's policy on overt video surveillance. The recording will be overwritten every 60 days after it is made unless a copy of or portions of, including still images, has been exported in response to a specific security or safety incident or for which a lawful request has been made by an agency or policeservice. Exported copies will be saved under TS238C.

Department Retention:                      2 Months  
Total Retention - Destruction:            2 Months

Final Disposition:                          Destruction

FOI Designation:                      FOI - A FORMAL REQUEST MUST BE SUBMITTED

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**TS368C                      TBayTel Video Surveillance Recordings - Exports**

**To serve as a record of the video surveillance recordings of TBayTel properties that have been exported upon request.**

This series includes exported copies of digital recordings of activity at various Tbaytel property locations in the field of view of a Tbaytel video surveillance camera per Tbaytel's policy on overt video surveillance. These copies of or portions of, including still images, have been exported in response to a specific security or safety incident or for which a lawful request has been made by an agency or police service. Copies are sent to the requesting agency and kept on file electronically or burned to DVD by TBayTel. Files will be destroyed on-site either digitally by the secure deletion of the file on a storage device, or physically by the shredding of a print or portable media containing the file such as a recorded CD or DVD.

Department Retention:                      5 Years  
Total Retention - Destruction:            5 Years

Final Disposition:                          Destruction

FOI Designation:                      FOI - A FORMAL REQUEST MUST BE SUBMITTED

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